



**Peace Corps / Colombia**  
**Statement of Work**

***Regional Manager – Teaching English as a Foreign Language***

**BASIC FUNCTION OF POSITION**

The Regional Manager (RM) for the Caribbean region of the Teaching English as a Foreign Language (TEFL) Program is responsible for all aspects of TEFL Volunteer support and is a liaison with local and regional counterpart agencies. The RM also advises on education, English language learning, and community development needs in the Caribbean Region. They identify work sites and build relationships with volunteers' primary counterpart agencies as well as non-governmental organizations (NGO's) operating in the region. The Regional Manager (RM) for the Teaching English as a Foreign Language (TEFL) Program reports to the TEFL Program Manager.

**Major duties and responsibilities:**

**Program Development & Implementation**

- Supports PM to periodically review the sector-specific Logical Project Framework and implementation plan and related documents, using monitoring and evaluation data from a variety of sources to ensure that the project is meeting stated goals and objectives.
- Represents Peace Corps Colombia to host government, stakeholder agencies, visiting Peace Corps staff, and other audiences in the Caribbean Region, including the preparation of reports and updates to the key stakeholders.
- Collaborates with PM to identify, develops, maintain, monitor and evaluate quality partnerships responsive to regional development needs and policies consistent with Peace Corps (PC) programming principles and Peace Corps Volunteer (PCV) resources.
- Develops and maintains strong and productive working relationships with the regional and local governments, Non-Governmental Organizations (NGOs) and local organizations to further CED project activities.
- Seeks ways to improve counterpart relationships at a local level, including accountability and coordination.
- Actively supports cross-sector collaboration (including clustering, integrated technical activities, etc.) to promote joint programming goals at a regional level.
- Supports the team's assessment of project results to contribute towards the development and implementation of the Program plan.
- Plans with the PM at least one annual national Project Advisory Committee (PAC) meeting to build working relationships with project partners and Volunteers to assess the direction of the project, communicate accomplishments, evaluate the status of projects, make project adjustments, presents project accomplishments, and solicit feedback.
- With PM, makes timely submissions of programming documents, and other requests.
  - Completes Job Specific Requests (JSR) to recruit desired trainees.
  - Conducts site surveys and establishes agreements with project partners in each site.
  - Prepares Project Status Report annually.

- Collaborates with the P&T team to establish a common annual calendar of events and processes to ensure that they are coordinated across the post.

### **Site Preparation & Management**

- Coordinates the site identification and selection process in the Caribbean Region to align with Peace Corps protocols and TEFL project criteria, in combination with other requests made by project partners, community groups and/or local or regional organizations.
- Coordinates with PM and PTS to visit and evaluate potential sites and project partners in the Caribbean Region to assess the feasibility of suitable site placements, and completes the required documentation for each visit.
- Ensures the timeliness of the site identification and selection processes, and reports its progress to the PM.
- Ensures that each selected site meets the housing requirements to be considered prior to Volunteer arrival in country and coordinates with the Host Family Coordinator to determine the best appropriate housing for Volunteers.
- Ensures that Volunteers are properly supported and coordinates with corresponding staff in cases of site or HF changes.
- Coordinates with the PM the site assignment process to ensure fair, transparent and inclusive methodologies based on an assessment of community needs and opportunities, and Volunteer capacities by involving multiple perspectives (training, medical, and safety & security.)
- Ensures local partners receive information regarding the start of Volunteer assignment in each site.

### **Monitoring & Evaluation**

- Leads the TEFL project team to develop and update an M&E system to measure Volunteer progress and results, and evaluates project progress by periodically measuring it against planned results.
- With PM, leads the annual data cleaning process in the monitoring and evaluation system (VRG).
- Works with TEFL programming team to develop and update M&E tools and look for new strategies to capture Volunteer contributions to the Host Country Agencies (HCA) and the larger community.
- Ensures that the monitoring and evaluation system (VRG) is utilized appropriately to capture relevant and accurate project data and track progress over time.
- Contributes to the annual status report for PC/Washington and other reports as requested by HCAs.

### **Training Design & Evaluation**

- Supports the design of pre-departure sector training modules in LearningSpace across the 30-month continuum.
- Participates in the planning and design of the sector training program.
- Provides necessary input for, and participates in, training events as specified in the Calendar of Training Events (COTE). These include site placement activities, technical training topics, Trainee interviews, and planning and review sessions.
- Coordinates and conducts sector-specific trainings and other program events as required.
- Facilitates select program-related training sessions (PST, IST, etc.) modeling the appropriate use of participatory methodologies, visual aids and the incorporation of quality supporting documents including site placement activities, select technical training topics.
- Works with the PTS in to guarantee high quality facilitation of technical training sessions.
- Participates in the evaluation of every training event and provides input and Volunteer feedback on the training activity.

- Ensures training activities have a diverse array of Volunteer and guest speaker input.
- Promotes the integration of cross-sector programming priorities into the TEFL project activities.
- Spends adequate time with trainees and training staff during PST in formal and informal sessions to accurately assess the trainees' levels of required competencies and their abilities for successful site placement.
- Coordinates sector-related workshops and events, and provides leadership and guidance in the preparation of project-related activities.
- Co-facilitates Project Design and Management (PDM) workshops, coordinating effectively with other staff and Volunteers.

### **Volunteer Support**

- Ensures the accurate use of Volunteer Database (VIDA) and Post records, which includes documenting project-related out of site events for PCVs (ISTs or technical exchanges); site history and counterpart information; accurate input and maintenance of PCV site contact information.
- Provides timely, locally appropriate technical, personal and administrative support to PCVs through site visits, office time, correspondence and other communications.
- Ensures that PCVs receive at least one programming site visit per year in accordance with established PC/C guidelines and conducts site visits.
- Consistently uses site visits and other meeting spaces with Volunteers to provide feedback on each individual's progress (technical, language, cross-cultural adaptation, safety and security) to support Volunteers in reaching the established performance and adaptation goals.
- Develops strategies to address common Volunteer support issues affecting PCVs serving in the Caribbean Region and advises TEFL PM, DPT, CD on regional factors related to the TEFL project.
- Detects any issues in a timely manner that affect a Trainee or Volunteer's ability to serve effectively. Problem solves with Volunteer and knows how and when to intercede with counterparts and/or other staff. Liaises with Medical and Safety & Security staff as needed. Documents any significant service-related issues.
- Liaises between Volunteers and local project partners regarding Volunteer extensions, replacement, transfers, separation and early terminations.
- Reviews Caribbean region TEFL grant proposals to ensure that the project goals and objectives are programmatically feasible and aligned with Peace Corps approach to development.
- Promotes the integration of cross-sector programming priorities of ICT4D, gender equality and youth development into the TEFL project. Supports cross-sector collaboration with CED.
- Contributes to the upkeep of technical resources and materials for the TEFL project, and works with PM to develop a strategy to share those with Volunteers. Provides technical information and resources to PCVs as required.
- Takes appropriate measures in Volunteers' programming, site development and placement, and support to ensure high levels of Volunteer health, safety, and security.
- Provides timely feedback on all site visits and VRG submissions. Main issues and commitments are documented.
- Conducts regular check-ins with Volunteers in the Caribbean Region.

### **Administrative Management**

Contributes to policy development, planning process, trouble shooting, and problem solving through active participation in staff meeting, retreats, committees, and other relevant activities. Contributes to the

supervision of the TEFL Program and Training Specialist for the Caribbean Region (PTS) and Volunteers serving in the Caribbean region.

### **Safety and Security**

- Addresses safety and security proactively by ensuring appropriate assignments for Volunteers, adhering to Peace Corps site development policies and procedures.
- Identifies and immediately communicates Volunteer safety and security concerns or issues to the Safety and Security Manager (SSM) and/or Safety & Security Assistant (SSA).
- Ensures prospective sites meet established programmatic and safety/security criteria (e.g., safe housing, a clearly defined assignment with an organization that shows real interest in working with a Volunteer, etc.).
- Ensures prospective sites meet established programmatic and safety/security criteria (e.g., safe housing, a clearly defined assignment with an organization that shows real interest in working with a Volunteer, etc.).
- Reviews and references site history files when evaluating potential sites. Incorporates appropriate site-specific safety and security-related information into site history files.
- Ensures designated host country counterparts participate in counterpart orientation/training and are prepared to work with and support Volunteers, including their role in Volunteer safety and security.
- Maintains communication with each Volunteer and solicits feedback about Volunteer safety and security.
- Maintains a calendar of Volunteer site visits, and completes appropriate number of site visits to assess Volunteer progress, safety and security, and to provide technical guidance and moral support.
- Monitors Volunteer compliance with Peace Corps policies, especially related to safety and security, and initiates corrective action as necessary.
- Participates in the design and implementation of the Emergency Action Plan (EAP).
- Acts as duty officer, as needed.
- Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

### **Other**

- PSCs may be asked to perform other duties as required and any other assignment that will be considered as necessary by the Agency which are within the knowledge, skills and capabilities of his/ her career and / or position.
- Occasional Money Handler/Holder: May be designated as an occasional money handler/holder (OMH) if assigned by the Director of Management and Operations. As an OMH, may be requested to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to Pre-Service Training/In-Service Training site(s), or other locations as directed by the Overseas Contracting Officer (OCO). May also be requested to courier cash to Peace Corps Trainees or Volunteers. The Contractor will not be functioning as a procurement or disbursing official but will only be acting as an intermediary between the Contracting or Disbursing Officer and the recipient. In the case of dealing with vendors, the Contractor will not exercise any procurement discretion concerning the supplies or services to be purchased or the cost limits of these purchases; these will be determined by the OCO. (See OFMH 13)
- The Contractor is subject to worldwide availability and may be requested by the Peace Corps to be reassigned or transferred permanently to another Peace Corps Post/Headquarters or perform temporary duties (TDY) as required and to travel to other assignments within Peace Corps' as assigned. Any such reassignment or transfer shall be subject to agreement of the Contractor. The Statement of Work as defined will remain the same; however the duties may be subject to change as determined by the Contracting Officer.

- To the extent Contractor is allowed to operate a US government owned, leased, or rented vehicle (GOV) to perform their job duties, the Contractor must operate that vehicle safely at all times and only operate it for official business purposes as defined in 31 USC 1334 and Peace Corps MS 522.
- Contractor is encouraged to refrain from texting or from engaging in any behavior that distracts attention from driving safely at any time. Except in an emergency situation, Contractor shall not text message (i) when driving a GOV; (ii) when driving a privately-owned vehicle (POV) while on official government business; or (iii) while using electronic equipment supplied by the government while driving any vehicle (even during off-duty hours).
- The PSC must follow conduct expectations of professional and ethical behavior such as: to show up to work on time, to be professional/respectful in the PSC in-person and written communications, respect confidentiality of sensitive information, dress appropriately for the occasion while working, come to meetings prepared, follow-through with assigned tasks in a timely manner, and do not report for work while under the influence of alcohol or drugs, etc.
- Carries out other duties as assigned
- If there is a time at post, due to the COVID-19 pandemic or for any other reason, when there are limited or no Peace Corps Trainees and/or Volunteers (jointly referred to as “Volunteers”) at Peace Corps/[Country], the PSC may be temporarily assigned during that period, as determined by the Peace Corps Country Director (CD), to carry out additional duties and responsibilities in furtherance of the goals of the Peace Corps in order to enhance the ability of Peace Corps Volunteers to perform functions under the Peace Corps Act, including facilitating a safe environment in order for the successful return or increase of Volunteers.
- This temporary assignment may require the PSC to provide services and/or support beyond what is listed in their current Statement of Work (SOW). The services and/or support may take many forms, examples of which may include but are not limited to, training, providing administrative, technical, medical, and/or operational assistance, building on host country programs, etc. This temporary assignment also may require the PSC to provide these services and/or support to individuals/organizations other than those listed in their current SOW such as host country government, partner organization(s), community member(s), staff, and/or contractors

### **REQUIRED QUALIFICATIONS:**

**Education:** College degree. Preferred degree in Education with a focus specialization in Teaching English as a Foreign Language.

#### **✓ Experience:**

- ✓ From three to five years of progressively responsible professional-level experience, including roles managing a team and/or supervision.
- ✓ At least two years teaching English in a classroom setting.
- ✓ Knowledge of and experience in methodology techniques for teaching English as a foreign language.
- ✓ Experience working with communities or in development programs.
- ✓ Knowledge of Colombian educational context in rural and semi urban areas.

#### **Desired experience:**

Preferred experience living in the U.S. and/or working with multinational organizations. Experience in teacher education and co-teaching methodology.

**Language proficiency:** Level IV – A high degree of proficiency in written and spoken English.

**Knowledge:** Must have knowledge of development plans and operations of Host Government laws and regulations concerning development and education.

**Abilities and skills:** Must be able to develop and maintain an extensive range of high-level contacts within host central and local governments. Must also have developed skills, interpersonal relations and communications. Good working knowledge of productivity software (Windows/office platform). Ability to work effectively with a diverse office staff with an emphasis on achieving results through teamwork. Training coordination and facilitation skills– knowledge of non-formal education and adult education techniques. Project & training design implementation, management and evaluation. Management and supervisory experience. The ability to operate a standard shift vehicle is required to drive. Ability to travel extensively, as overnight travel may be as high as 50% of the time.

Must have valid Colombian driver's license required and enough ability to drive a vehicle and availability to travel throughout rural regions of Colombia accompanied or alone.

Additionally, must obtain and keep the Embassy Medical Certification as well as the Smith Driving Certification required to drive diplomatic vehicles.

Approved by

---

Director of Programming and Training

---

Country Director